

**JOB OPPORTUNITY**  
**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)**  
**WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)**

**HEALTH PROGRAM ASSISTANT 1 – WC110907**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list for Health Program Assistant 1

**Location:** Behavioral Health Home / Waterbury Administration Office

**Job Posting No:** WC110907

**Hours:** Monday-Friday – 8:00 a.m. to 4:30 p.m. – 40 Hours/Week

**Salary Range:** \$54,299 - \$72,440

**Posting Date:** May 19, 2015      **Closing Date:** May 25, 2015

**General Experience:** Candidates must have applied for and passed the Health Program Assistant 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Special Requirements:** Must possess and retain a current/valid Motor Vehicle Operator's License. Travel to multiple WCMHN sites and to Middletown/Hartford as needed.

**Duties:** This position will provide support to and will perform all projects assigned by the BHH Director. This position will also assist and support the care team in areas such as scheduling, referral and admission tracking, training and technical assistance, communication with other service providers, and enrollee reminders. The BHH Administrative System Specialist shall have a background in data management and reporting and also have excellent computer skills to navigate electronic health records. Attends departmental and agency meetings regarding the BHH Initiative. Will provide ongoing data support, reporting, and presentations to the administrative team under the direction of the BHH Director. Performs other duties as assigned by the BHH Director and the Chief Executive Officer or their designee as directed. Adheres to agency policies and procedures. Requires traveling to multiple WCMHN sites and to Middletown/Hartford as needed. Provide support to the projects and initiatives of the Behavioral Health Homes. Responsibilities include the coordination, completion, and submission of regular programmatic reports to agency and network leadership in addition to assisting with the evaluation of program results. Assist with monitoring the data, evidence-based practice fidelity and client outcomes of agency and contracted providers which may include desk audits, onsite program reviews, and assistance in report development. Additional responsibilities include the development of program and community outreach materials. This position requires the ability to utilize Microsoft Office applications; ability to interpret and develop charts, graphs and tables; ability to aggregate data; ability to establish and maintain cooperative relationships with internal and external stakeholders; the ability to effectively communicate orally and in writing to consumers, agency staff, community/network providers, and the general public. Other related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas](http://www.ct.gov/dmhas) - Employment Opportunities

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates = Health Program Assistant 1** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Email:** [Julie.Roy@ct.gov](mailto:Julie.Roy@ct.gov)

**OR**

**Fax:** (203) 805-6440

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-1)**